



Employee Handbook Acknowledgement

I acknowledge that I have been instructed on how to access the Intranet at <http://inside.rrc.state.tx.us/> to review the Railroad Commission of Texas Employee Handbook ("Handbook") which can be found here <http://inside.rrc.state.tx.us/policiesprocedures/employeehandbook/index.html>. I understand that it is my responsibility to read the Handbook and become familiar with its contents.

The Handbook in no way constitutes an express or implied contract of employment. The Handbook is intended solely for informational or reference purposes. Its contents are subject to change or deletion, at any time, at the sole discretion of the Commission, without prior notice. The Handbook does not provide a property right in a Railroad Commission job; all Railroad Commission employees hold positions at the pleasure of the Railroad Commission of Texas. Since there is no employment contract, employment may similarly be terminated by the employee.

Print Name:

J. Denny Kingsley

Signature:

[Signature]

Date:

April 5, 2018

(Note: This form will be filed in the Commission personnel file of the employee.)



RAILROAD COMMISSION OF TEXAS

RECORD OF PREVIOUS STATE EMPLOYMENT

You are entitled to claim this prior service for purposes of vacation accrual and longevity pay. You may also have any sick leave balances restored, if you separated from employment with the state under a formal reduction in force policy, if reemployed by the state within twelve months of termination. In addition, employees who have separated for other reasons can have their sick leave balance restored if they are reemployed by the state within twelve months of their termination, provided that these employees have had a break in service of at least one month since their date of termination. The information you provide will be verified.

INSTRUCTIONS: Please furnish the following information, if you have been previously employed by a state agency or state funded college or university. (Independent School Districts do not constitute state employment.)

James Denny Kingale
NAME

7.1.2016
CURRENT DATE

NAME OF STATE AGENCY OR COLLEGE: _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

NAME OF STATE AGENCY OR COLLEGE: _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

NAME OF STATE AGENCY OR COLLEGE: _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

NAME OF STATE AGENCY OR COLLEGE: _____

DATES OF EMPLOYMENT: FROM: _____ TO: _____

Railroad Commission of Texas

Fleet Management Plan

Acknowledgment by Employee

I acknowledge that I have received a copy of the Railroad Commission of Texas Fleet Management Plan (February 2014 Edition). I understand that it is my responsibility to read this plan and become familiar with its contents.

I understand that I am responsible for following all directives contained in the Fleet Management Plan, and that my compliance with such directives will be assessed as part of my annual Employee Performance Evaluation.

I understand that I am responsible for keeping a copy of the Fleet Management Plan in my assigned Commission vehicle at all times.

The contents of this Fleet Management Plan are subject to change or deletion, at any time, at the sole discretion of the Commission, without prior notice. Amendments or addendums will be available on the Commission's intranet site at <http://inside.rrc.state.tx.us>.

Print Name:

J. Denny Kingsley

Signature:

[Signature]

Date:

7-7-2016

(Note: This form will be filed in the Commission's personnel file of the employee.)

DATA USE AGREEMENT

REVISED: AUGUST 26, 2015

PLEASE READ THE FOLLOWING AGREEMENT CAREFULLY AND COMPLETELY BEFORE SIGNING

This Agreement applies to employees of [AGENCY] (hereafter referred to as "agency") who handle confidential and sensitive information, including financial, medical, personnel, or student data and pertains to all state-owned or controlled Information Resources. The purpose of this Agreement is to inform you of your principal obligations concerning the use of agency Information Resources, and to document your Agreement to abide by these obligations.

"Information Resources" has the meaning defined in Texas Government Code § 2054.003(7): ". . .the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors." Additionally, data impacted by the aforementioned is included as Information Resources.

Under Texas Administrative Code §202.22(3), the user of an information resource has the responsibility to:

- (A) use the resource only for the purpose specified by the agency or information-owner;
- (B) comply with information security controls and agency policies to prevent unauthorized or accidental disclosure, modification, or destruction; and
- (C) formally acknowledge that they will comply with the security policies and procedures in a method determined by the agency head or his or her designated representative.

CONFIDENTIAL AND SENSITIVE INFORMATION

As an employee of agency, you may have access to confidential or sensitive information through use of agency Information Resources or through your associated activities with agency information systems. Confidential and sensitive information includes identifying information, federal tax information, personal health information, criminal justice information, or any information that is classified as confidential or sensitive by federal or state law, by agency policy, or is defined as "Personal Identifying Information" under Texas Business and Commerce Code §521.002(a)(1) or "Sensitive Personal Information" as defined by Texas Business and Commerce Code §521.002(a)(2).

As a user of agency systems, you are required to conform to applicable laws and agency policies governing confidential and sensitive information.

Your principal obligations in this area are outlined below. You are required to read and to abide by these obligations.

I UNDERSTAND THAT:

- In the course of my job, I may have access to confidential and sensitive information related to:
 - Customers, employees, users, contractors, and volunteers (e.g., records, conversations, applications, financial information). This may include any information by which the identity of a person can be determined, either directly OR indirectly.
 - agency functions (e.g., information protected by the attorney-client and attorney work product privilege, financial information, employment records, contracts, federal tax information, internal reports, memos and communications.).
 - Third parties (e.g., vendor information, customer information, contracts).

I AGREE THAT:

- I will, at all times, safeguard and retain the confidentiality, integrity and availability of confidential and sensitive information.
- I will only access confidential and sensitive information for business needs.

- I will use appropriate measures to prevent others from obtaining access to agency data, such as securing my workstation either by logging off or using a password-protected screen saver.
 - Before leaving a workstation with access to files containing confidential or sensitive information, I will log-off or activate a password-protected screen saver.
 - If I receive a request for the release of agency information or data, I will follow agency's policies and procedures for the release of information.

SECURITY OF EQUIPMENT - I AGREE THAT:

- I will not remove Information Resources from agency property without proper prior authorization and approval of staff with appropriate authority.
- I will immediately report all security incidents, including the loss or theft of any Information Resources or data, to agency management and to the agency Information Security Officer.

I AGREE THAT:

- I am required to be aware of, read, and comply with the information in the agency Information Security Policy found at <http://inside.rrc.state.tx.us/its/security/SecurityGuidelines%20-%20Aug%202015.pdf>
- I must comply with the policies concerning Information Resources set out in the agency Policies and Procedures Manual, as well as any changes to those policies.
- I must comply with the information security policies, standards, and guidelines of the agency division that employs me, including any changes to those policies, standards, and guidelines.
- My failure to comply with this Agreement may result in loss of access privileges to agency Information Resources or other disciplinary action up to and including termination for employees; termination or alteration of employment relations in the case of temporaries, contractors, or consultants; or dismissal for interns and volunteers. Additionally, individuals could also be subject to additional civil liability, and/or criminal charges.

Signed:



Printed:

J. Denny Kingsley

Date:

07/01/2016



Personnel Action Request (PAR)

Employee Information			
Employee Name (First and Last)	Employee ID#	Division	Effective Date
James "Denny" Kingsley	70050463507	SMRD	12-15-18
Job Posting Number (if applicable)	MVR Required (new hires)	Last Day Worked (HR)	Lump Sum (HR)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	11-26-18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>237</u> Hours
Type of Request			
<input type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Transfer from agency # _____ <input type="checkbox"/> RTW Retiree <input type="checkbox"/> Promotion <input type="checkbox"/> Career Ladder <input type="checkbox"/> Competitive <input type="checkbox"/> Demotion <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Lateral Move <input type="checkbox"/> Management Directed Transfer	<input type="checkbox"/> Merit <input type="checkbox"/> Regular <input type="checkbox"/> One-time <input type="checkbox"/> Equity Adjustment <input type="checkbox"/> Position change <input type="checkbox"/> New <input type="checkbox"/> Inactivate <input type="checkbox"/> Reclass <input type="checkbox"/> Data change (reports to, position #, department, location) <input type="checkbox"/> Temporary Assignment <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Other: _____	<input type="checkbox"/> Employment Status <input type="checkbox"/> Full-time to Part-time <input type="checkbox"/> Part-time to Full-time <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Begin <input type="checkbox"/> End <input checked="" type="checkbox"/> Separation (HR) <input type="checkbox"/> Voluntary <input checked="" type="checkbox"/> Involuntary <input type="checkbox"/> Retirement <input type="checkbox"/> Agency Transfer #:	
Data to be Changed			
Field	Current	New	
Position Number	00020835	000	
Job Code	1623		
Department Number	12911		
Location Code	22700		
State Title	Director IV		
Salary Group	B29		
Monthly Salary	\$10,348.25		
Increase Amount / % Increase	N/A	/ %	
One-Time Merit Amount	N/A		
Hours Per Week / FTE	40.00 / 1	/	
Employment Type	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary	
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
Reports to Name	Wei Wang		
Reports to Position Number	000	000	
Work Schedule (hours per day)	M T W TH F	M T W TH F	
PCA #/Fund and %			
Approvals			
Printed Name of Manager	Manager Signature	Date	
Printed Name of Division Director	Division Director Signature	Date	
Printed Name of Budget Office	Budget Office Signature	Date	
Printed Name of HR Director Robbi Craig	HR Director Signature <i>Robbi K. Craig</i>	Date 11-28-18	
Printed Name of Executive Director (if required)	Executive Director Signature (if required)	Date	
Comments: Used Comp time from 11-27-18 to 12-14-18. Pay lump sum of annual leave. Separation effective date 12-15-18.			



RAILROAD COMMISSION OF TEXAS

DATE: November 26, 2018

TO: Wei Wang

FROM: James Kingsley

RE: Resignation of Employment

Effective immediately I am resigning my position, in lieu of termination, with the Railroad Commission of Texas.

I choose to use 112 hours of Regular Comp time from Tuesday, November 27th to Friday, December 14th.
The effective date of my separation from the Railroad Commission of Texas is December 15, 2018.

A handwritten signature in blue ink, consisting of a stylized, overlapping loop and a horizontal line extending to the right.

James Kingsley

11-26-18

Date

Super User Timesheet

Name: James Kingsley

Company/Pay Group: 455 / MON State Service Effective Date: 07/01/2016 Earliest Change Date: 11/01/18

Empl ID: 70050463507 0

Business Unit: 45500

Position Number: 00020835

Workgroup: 455EXEEHSA

Job Title: Director IV

Department: 12911

Manager ID: 70014636719 Wei Wang

Leave Balances

Leave Balances	Annual Leave	Sick Leave	FLSA Overtime	Regular Comptime	Holiday Comptime	Optional Holiday	Sick Leave Pool	Extended Sick Leave	Administrative Leave	Fitness Leave	Wellness Leave	Special Leave	Military Leave
Current	237.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pending Approval	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Available	237.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

From Sunday 12/02/2018 to Sunday 12/16/2018

Time Reporting Code	Time Reporting Code Description	Sun 12/2	Mon 12/3	Tue 12/4	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Override Reason Code	Status	FMLA ID Parental ID Mity Care ID	Comments	Approval
COMPL	Q Comp Lost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.00	0.00	0.00		Q AP			Approval
COMPT	Q Comp Taken	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00		Q AP			Approval
HCMP	Q HolCmpLost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00	0.00		Q AP			Approval
SICKL	Q Sck Lost	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.00	0.00	0.00		Q AP			Approval

Add a New Line for Sunday 12/02/2018 to Sunday 12/16/2018

From Monday 12/17/2018 to Tuesday 01/01/2019

Time Reporting Code	Time Reporting Code Description	Mon 12/17	Tue 12/18	Wed 12/19	Thu 12/20	Fri 12/21	Sat 12/22	Sun 12/23	Mon 12/24	Tue 12/25	Wed 12/26	Thu 12/27	Fri 12/28	Sat 12/29	Sun 12/30	Mon 12/31	Tue 1/1	Override Reason Code	Status	FMLA ID Parental ID Mity Care ID	Comments	Approval
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Q AP			

Add a New Line for Monday 12/17/2018 to Tuesday 01/01/2019

Override Schedule

View Leave Balances

Previous

Next

E-Sign & Approve

Return to Search

Maintain Leave of Absence



RAILROAD COMMISSION OF TEXAS

EXECUTIVE OFFICE

TO: James Kingsley

FROM: Wei Wang, Executive Director

DATE: November 26, 2018

SUBJECT: Termination of Employment

This letter is to inform you that as of today, November 26, 2018, your employment with the Railroad Commission of Texas is terminated for cause. Upon receiving a complaint from an employee in the Surface Mining and Reclamation Division (SMRD) on September 25, 2018, Human Resources (HR) and the Office of General Counsel (OGC) began a review of the work environment in SMRD.

Three main themes emerged from interviews conducted with SMRD staff: (1) staff members fear retaliation or are concerned that the retaliatory or negative treatment has already occurred because they voiced professional opinions that appeared adverse to industry; (2) staff members otherwise do not feel comfortable expressing professional opinions and/or are anxious about or unsure how to perform their jobs; and (3) staff believes there is a lack of communication and lack of leadership from the Assistant Director and Director of SMRD.

Human Resources and the Office of General Counsel agree that James Kingsley, SMRD Director, attempted retaliatory action against the complainant by threatening to demote the employee and by approaching Human Resources to inquire about demoting the employee after another employee refused to sign their name to a technical review.

The Railroad Commission Employee Handbook, Chapter 10 states the following regarding retaliation:

In compliance with federal and state laws, the Commission prohibits adverse personnel actions such as demotion, denial of promotion, or unjustified negative evaluation against an employee as punishment for filing a discrimination or harassment complaint in good faith, being involved in a workplace investigation, whistleblowing, or participating in any legally protected activity. If the Commission receives an allegation or otherwise learns of an inappropriate situation is occurring, it will take the necessary steps to ensure the matter is promptly investigated and addressed.

You will be compensated for your Annual Leave balance with a lump sum payment, after you have been off the payroll for 30 calendar days. Unused Sick Leave will be lost and may be reinstated if you begin another state job within 12 months.

If you have questions regarding your benefits, you may contact ERS at (877) 275-4377.



RAILROAD COMMISSION OF TEXAS

OFFICE OF GENERAL COUNSEL

November 26, 2018

This **SEPARATION AGREEMENT AND RELEASE** (this "Agreement") is made and entered into as of the 26th day of November, 2018 by and between James Denny Kingsley ("Employee") and the Railroad Commission of Texas ("Employer").

WITNESSETH:

WHEREAS, Employer is an agency of the State of Texas; and

WHEREAS, Employee has been in the employ of Employer in the position of Director of Surface Mining; and

WHEREAS, Employee has agreed to resign in lieu of termination and Employer has agreed to accept Employee's resignation and terminate the employment relationship subject to the terms and conditions herein; and

WHEREAS, Employee hereby resigns his position as Director of Surface Mining; and

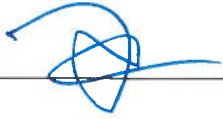
WHEREAS, Employer and Employee desire to settle fully and finally any and all differences between them, including by way of example and not limitation, any differences arising out of Employee's employment with Employer, and the separation therefrom.

NOW, THEREFORE, for and in consideration of the foregoing recitals and the mutual promises, representations, releases and warranties herein contained, and intending to be legally bound thereby, Employee and Employer do hereby promise and agree as follows:

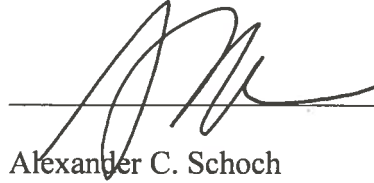
Termination of Employment:

1. In consideration of Employer allowing Employee to use accrued compensatory time equaling 112 hours, Employee agrees to not disparage Employer, including the Commissioners or Commission staff with regard to his work with and/or departure from the agency or any of the events giving rise to his departure; and
2. In consideration of Employer allowing Employee to use accrued compensatory time equaling 112 hours, Employee agrees he will not file suit against the Commission as it relates to his departure from the agency or the events giving rise to his departure.

Acknowledged and agreed this 26 day of November 2018.



James Denny Kingsley



Alexander C. Schoch

11/26/18



Personnel Action Request (PAR)

Employee Information			
Employee Name (First and Last)	Employee ID#	Division	Effective Date
Denny Kingsley		Surface Mining and Reclamation	9/1/2018
Job Posting Number (if applicable)	MVR Required (new hires)	Last Day Worked (HR)	Lump Sum (HR)
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Hours
Type of Request			
<input type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Transfer from agency # _____ <input type="checkbox"/> RTW Retiree <input type="checkbox"/> Promotion <input type="checkbox"/> Career Ladder <input type="checkbox"/> Competitive <input type="checkbox"/> Demotion <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Lateral Move <input type="checkbox"/> Management Directed Transfer	<input checked="" type="checkbox"/> Merit <input checked="" type="checkbox"/> Regular <input type="checkbox"/> One-time <input type="checkbox"/> Equity Adjustment <input type="checkbox"/> Position change <input type="checkbox"/> New <input type="checkbox"/> Inactivate <input type="checkbox"/> Reclass <input type="checkbox"/> Data change (reports to, position #, department, location) <input type="checkbox"/> Temporary Assignment <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Other: _____	<input type="checkbox"/> Employment Status <input type="checkbox"/> Full-time to Part-time <input type="checkbox"/> Part-time to Full-time <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Begin <input type="checkbox"/> End <input type="checkbox"/> Separation (HR) <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Retirement <input type="checkbox"/> Agency Transfer #:	
Data to be Changed			
Field	Current	New	
Position Number	00020835	000	
Job Code	1623		
Department Number	12911		
Location Code	22700		
State Title	Director IV		
Salary Group	B29		
Monthly Salary	\$9,716.67	\$10,348.25	
Increase Amount / % Increase	N/A	\$631.58 / 6.5%	
One-Time Merit Amount	N/A		
Hours Per Week / FTE	40.00 / 1.0	/	
Employment Type	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary	
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
Reports to Name	Wei Wang		
Reports to Position Number	00023121	000	
Work Schedule (hours per day)	M8.00 T8.00 W8.00 TH8.00 F8.00	M T W TH F	
PCA #/Fund and %			
Approvals			
Printed Name of Manager Wei Wang	Manager Signature <i>[Signature]</i>	Date 9/12/18	
Printed Name of Division Director Wei Wang, CPA	Division Director Signature <i>[Signature]</i>	Date	
Printed Name of Budget Office Martin Powell	Budget Office Signature <i>[Signature]</i>	Date 9/13/18	
Printed Name of HR Director Robbi Craig	HR Director Signature <i>[Signature]</i>	Date 9-13-18	
Printed Name of Executive Director (if required) Wei Wang, CPA	Executive Director Signature (if required)	Date	
Comments:			

Reduction in application Review Time.
Realized Savings in re-org and eliminated positions that are no longer necessary.



Workers' Compensation Network Acknowledgement Form

I have received the Notice of Network Requirements which informs me how to get health care under workers' compensation insurance.

If I am hurt on the job and live in the service area described in this information, I understand that:

1. I must choose a treating doctor from the list of physicians in the **IMO Med-Select Network**®. Or, I may ask my HMO primary care physician to agree to serve as my treating doctor by completing the Selection of HMO Primary Care Physician as Workers' Compensation Treating Doctor Form # IMO MSN-5.
2. I must go to my network treating doctor for all health care for my injury. If I need a specialist, my treating doctor will refer me. If I need emergency care, I may go anywhere.
3. The insurance carrier will pay the treating doctor and other network providers.
4. I *may have to pay* the bill if I get health care from someone other than a network doctor without network approval.
5. If I receive the Notice of Network Requirements and refuse to sign the Acknowledgement Form, *I am still required to use the network.*

Please fill out the following information before signing and submitting this completed Acknowledgement Form:

Name of Employer: Railroad Commission of Texas

Employee ID #: _____ Name of Network: IMO Med-Select Network®

Hire Date: _____ Department: _____

Home Address: _____

Street Address – No P.O. Box or Work Address

City

State

Zip Code

County


Employee Signature

James Denny Kingsley
Printed Name

07/01/2016
Date

903.388.2027
Employee Phone Number



RAILROAD COMMISSION OF TEXAS

EMPLOYEE IDENTIFICATION INFORMATION

Employee Name: (Please print) <u>James</u> <u>Denny</u> <u>Kingsley</u> First Middle Last			Familiar Name: <u>Denny</u>
Employee Home Address: (Street and Number, City, State and Zip Code) [REDACTED]			Phone Number: H [REDACTED] W. () - [REDACTED]
Sex: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date: [REDACTED]		Marital Status: [REDACTED]
Race: <input checked="" type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native			

EMPLOYEE ELECTION REGARDING PUBLIC DISCLOSURE OF CERTAIN INFORMATION		
Under state and federal law, the general public can make requests for information about the affairs of government and the acts of public officials and employees. The information released as a result of these requests can sometimes include the personal information of state employees. However, as a state employee, you choose whether you want to allow public access to your personal information. If at a later date, you want to change your choice, please fill out another form and submit it to the Human Resources department..		
Home Address	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Home Telephone Number	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Social Security Number	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Reveal That I Have Family Members	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Emergency Contact Information	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

Employee Signature 	Date Signed <u>7-1-2016</u>
--	---------------------------------------



RAILROAD COMMISSION OF TEXAS

RECEIPT OF STATE OFFICER OR EMPLOYEE

I certify that on this date, I have been furnished a copy of the following:

Policy on Leave Without Pay, adopted by the Commission on November 8, 2012.

I agree to fully read the provisions in this document and it is my intention to comply.

James Denny Kingsley

PRINT NAME

[Signature]

SIGNATURE

7-1-2016

DATE



RAILROAD COMMISSION OF TEXAS

BUILDING EVACUATION PLAN ACKNOWLEDGMENT BY EMPLOYEE

I acknowledge that I have been instructed on how to access the Intranet, <http://inside.rrc.state.tx.us> to print and review the official Railroad Commission of Texas Building Evacuation Plan. I understand that it is my responsibility to read this Plan and become familiar with its contents.

PRINT NAME: James Denny Kingsley

SIGNATURE: [Signature]

DATE: 07/01/2016

(Note: This form will be filed in the Commission Personnel File of the Employee.)



RAILROAD COMMISSION OF TEXAS

Policy on Drug-Free Workplace

Receipt of State Officer or Employee

I acknowledge that I have been given a copy of the official Railroad Commission of Texas Policy on Drug-Free Workplace. I understand that it is my responsibility to read this Policy and comply with its contents.

James Denny Kingsley

PRINT NAME

[Signature]

SIGNATURE

07/01/2016

DATE



RAILROAD COMMISSION OF TEXAS

EMPLOYEE HANDBOOK

ACKNOWLEDGMENT BY EMPLOYEE

I acknowledge that I have been instructed on how to access the Intranet, <http://inside.rrc.state.tx.us>, in order to print and review the official Railroad Commission of Texas Employee Handbook (July 2014 Ed.). I understand that it is my responsibility to read this handbook and become familiar with its contents.

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Print Name: James Denny Kingale

Signature: 

Date: 07/01/2016

(Note: This form will be filed in the Commission personnel file of the employee.)

NEW EMPLOYEE CHECKLIST

THE FOLLOWING FORMS HAVE BEEN PRESENTED AND/OR GIVEN TO ME AND I UNDERSTAND THEM.
PLEASE INITIAL:

- ☒ 1. W-4 FORM
- ☒ 2. EMPLOYEE IDENTIFICATION INFORMATION (HIDU1)
- ☒ 3. NEW HIRE PERSONAL DATA
- ☒ 4. RECORD OF PREVIOUS STATE EMPLOYMENT
- ☒ 5. VACATION & SICK LEAVE INFORMATION
- ☒ 6. E109 LEAVE SYSTEM
- ☒ 7. EMPLOYEE INFORMATION SYSTEM (EIS)
- ☒ 8. LEAVE WITHOUT PAY POLICY & RECEIPT OF COPY
- ☒ 9. E-VERIFY PARTICIPATION / EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)
- ☒ 10. SELECTIVE SERVICE REGISTRATION DISCLOSURE
- ☒ 11. DIRECT DEPOSIT
- ☒ 12. EMPLOYEE INFORMATION SECURITY AGREEMENT
- ☒ 13. VOLUNTARY DISABILITY FORM (AMERICANS WITH DISABILITY ACT)
- ☒ 14. BUILDING EVACUATION PLAN AND ACKNOWLEDGMENT
- ☒ 15. DPS PARKING RULES, MAP AND PARKING APPLICATION
- ☒ 16. POLICY ON DRUG-FREE WORKPLACE AND ACKNOWLEDGEMENT
- ☒ 17. OPEN GOVERNMENT ETHICS AND ACKNOWLEDGEMENT
- ☒ 18. STATE OFFICE OF RISK MANAGEMENT: SORM BROCHURE; WORKERS' COMPENSATION BENEFITS FOR STATE EMPLOYEES; HEALTH CARE NETWORK/ACKNOWLEDGMENT
- ☒ 19. SAFETY AND HEALTH PROGRAM – VIEW AT LINK BELOW:
<http://inside.rrc.state.tx.us/reports/safety1/SafetyandHealthProgram.pdf>
- ☒ 20. AIDS & HIV FACTS SHEET (TX DEPT OF STATE HEALTH SERVICES)
- ☒ 21. HOLIDAY SCHEDULE
- ☒ 22. EQUAL EMPLOYMENT OPPORTUNITY TRAINING
- ☒ 23. EMPLOYEE HANDBOOK/ ACKNOWLEDGEMENT OF RECEIPT

SIGNATURES:

EMPLOYEE: 

DATE: 07/01/2016

HUMAN RESOURCES: 

EMPLOYMENT APPLICATION



RAILROAD COMMISSION, OF (TX)

1701 N. Congress Ave
Austin, Texas 78711

<http://www.rrc.texas.gov/>

Kingsley, James D
2016 -00546 SURFACE MINING AND RECLAMATION DIVISION
DIRECTOR

Received: 4/22/16
10:35 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE:

SURFACE MINING AND RECLAMATION DIVISION DIRECTOR

EXAM ID#:

2016 -00546

NAME: (Last, First, Middle)

Kingsley, James D

SOCIAL SECURITY NUMBER:

N/A

ADDRESS: (Street, City, State, Zip Code)

HOME PHONE:

ALTERNATE PHONE:

EMAIL ADDRESS:

DRIVER'S LICENSE:

☐ Yes ☐ No

DRIVER'S LICENSE:

LEGAL RIGHT TO WORK IN THE UNITED STATES?

☐ Yes ☐ No

PREFERENCES

PREFERRED SALARY:

\$52.00 per hour; \$100,000.00 per year

ARE YOU WILLING TO RELOCATE?

☐ Yes ☐ No ☐ Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

Regular

TYPES OF WORK YOU WILL ACCEPT:

Full Time

SHIFTS YOU WILL ACCEPT:

Day

OBJECTIVE:

Continue to lead the Surface Mining Division in excellence with regard to surface mining regulatory oversight.

EDUCATION

DATES:

From: 6/1975 To: 6/1980

SCHOOL NAME:

Tennessee Tech

LOCATION: (City, State)

Cookeville, Tennessee

DID YOU GRADUATE?

☐ Yes ☐ No

DEGREE RECEIVED:

Bachelor's

MAJOR:

Civil Engineering

UNITS COMPLETED:

16 - Quarter

WORK EXPERIENCE

DATES:

From: 9/2005 To: 4/2016

EMPLOYER:

Texas Westmoreland Coal Co

POSITION TITLE:

President

ADDRESS: (Street, City, State, Zip Code)

PO Box 915, Jewett, Texas 75846

COMPANY URL:

PHONE NUMBER:

9033882027

SUPERVISOR:

Joe Micheletti - SVP Coal Operations

MAY WE CONTACT THIS EMPLOYER?

☐ Yes ☐ No

HOURS PER WEEK:

40

SALARY:

\$20,000.00/month

OF EMPLOYEES SUPERVISED:

318

DUTIES:

J. Denny Kingsley, P.E.

PROFESSIONAL EXPERIENCE

Texas Westmoreland Coal Co.

(June 2011 to April 2016)

President and General Manager

President and General Manager for Texas Westmoreland Coal Co.'s Jewett Mine facility which produces approximately 5 million tons per year, employees over 400 FTE, and moved in excess of 70 million yards of dirt each year. Overall responsibilities includes overall the management responsibilities for all aspects of mining which include, production,

engineering, safety, human resources, procurement, environmental compliance and other administrative functions as required to supply a constant quality fuel supply to the NRG Limestone Steam Electric Station.

(2005 to 2011)

Vice President / Engineering and Environmental Manager

Officer and Engineering/Environmental Manager for Texas Westmoreland's Jewett lignite coal facility. Overall responsibilities include regulatory compliance, mine reclamation, mine planning, construction design, facility construction, operational studies, and other special projects associated with the management needs for production, safety and environmental compliance.

Johnson & Pace Incorporated (2004 – 2005)

Business Manager and Project Engineer

Managing partner at Johnson & Pace Incorporated involved with the business growth, marketing, and project administration of Engineering, Architectural, and Surveying projects.

- Increased company size from 24 to 47 employees in 17 months
- Significantly increased net revenue
- Developed successful marketing campaign and brand identity

TXU Energy, Dallas, TX (2002 – 2004)

Manager of Mines, Big Brown Mine, Fairfield Texas

Directed a workforce of over 250 employees to produce lignite coal for the Big Brown Mine Steam Electric Station.

- Developed and implemented a fuel strategy that extended the life of the Big Brown Mine an additional 15 years.
- Implemented innovative time off management process for supervisors which reduced time off by 20%
- Led all Supervisors through a leadership conference to build a new commitment to excellence.

J. Denny Kingsley PAGE TWO

Solid Fuel Planning Manager (2000 - 2002)

Managed and directed a staff of 58 engineers and technicians to produce the TXU Generation fuel strategy for the Lignite Plants and Mines

- Developed an organizational structure to combine Mine Planning, Western Coal, Mine Permitting, Construction Design, Maintenance Support, and Operations Support groups into one Solid Fuel Planning Department.
- Introduced and trained planning staff in use of business communications, personal computing and industry software, significantly increasing operational efficiency.
- Negotiated new Western Coal Transportation contracts for TXU that saved over \$15 million dollars over three years.
- Lead the TXU Mining and Plant management team in an extensive process improvement initiative that reduced costs by 30%, produced over 200 action plans, developed performance based scorecards, and involved all employees.

Mine Planning Engineering Manager (1995-2000)

Developed and managed a 24 employee workforce for the corporate office at TXU Energy.

- Merged the field planning team with the corporate office to facilitate optimal planning and communications.
- Developed short term and long-term mining plans for the three TXU mining operations.
- Developed an Operations Support Group to focus subject matter experts on the key mining issues
- Chairman of Best Management Practices for Reclamation for TXU Mining

Mine Engineering Superintendent, Big Brown Mine (1992 - 1995)

Directed a workforce of 15 engineers and technicians that provided the TXU Big Brown Mine with mining and construction engineering support.

- Developed a fuel-blending program that significantly reduced unplanned fuel derates at the Big Brown Steam Electric Station resulting in significant savings in fuel costs.
- Developed new construction methods in pond design that saved the Mine over \$500,000.

Mine Engineer, Martin Lake Mine (1980 -1992)

Held several positions including: Operations Foreman, Maintenance Foreman, Senior Engineer, and Mine Planning Supervisor.

- Gained supervisor and communications skills in the foreman positions while working in a union environment.

- Developed the first Mine Planning Department for TXU Mining.

J. Denny Kingsley PAGE THREE

EDUCATION

Bachelor of Science in Civil Engineering
Tennessee Technological University
Cookeville, Tennessee

Post Graduate Work
Six Sigma – Villanova University
Strategic Organization Development – Villanova University

Professional Engineer in Texas
2002 – 2003 President of Fairfield Chamber of Commerce
Board Member of Texas Mining and Reclamation Association
Board Member of Rocky Mountain Coal Mining Institute
Regional Director of the Texas Chapter of RCMCI
Board Member / President of Fairfield Education Foundation

References available upon request

REASON FOR LEAVING:

Retired

CERTIFICATES AND LICENSES

TYPE:

Professional Engineer of Texas

LICENSE NUMBER:

58893

ISSUING AGENCY:

Texas Board of Professional Engineers

SKILLS

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE:

Professional

NAME:

Joseph Micheletti

POSITION:

SVP Coal Operations

ADDRESS: (Street, City, State, Zip Code)

9540 Maroon Cir , #200, Englewood, Colorado 80112

EMAIL ADDRESS:

PHONE NUMBER:

(303)922-6463

REFERENCE TYPE:

Professional

NAME:

Michael Nasi

POSITION:

Lawyer

ADDRESS: (Street, City, State, Zip Code)

100 Congress Ave, #1100, Austin, Texas 78701

EMAIL ADDRESS:

PHONE NUMBER:

(512)326-2216

Agency-Wide Questions

It is important that your application be complete and thorough - please make sure that you include all requested education, experience, previous compensation, reasons for leaving, and other information. Résumés and other supporting documents can be provided at the time of application; however, résumés will not be accepted in lieu of an application. Failure to complete this information will result in an incomplete application which may not be considered for eligibility for employment. Did you fully complete all requested education, experience, previous compensation, reasons for leaving, and other information sections of this application?

Yes

2. Have you ever been convicted of a felony?

No

3. If you answered 'yes' for the conviction question please explain the nature of the conviction and the date

4. Do you have any relatives working here?

No

5. If you answered 'yes' to the nepotism question please provide their name, department and relationship to you

6. Where did you first hear about this opportunity?

Friend

7. Date available for work?

June 15, 2016

8. In relation to the above question if you chose "Internet or Other" please specify.

neither

9. Are you at least 17 years of age?

Yes

10. Have you earned a high school diploma or the equivalent (GED)?

Yes

11. What days are you UNABLE to work?

none

12. Sign Language (if required for this position)

No

13. Are you a certified interpreter?

No

14. Do you speak a language other than English? (If required for this position)

No

15. If yes, what language do you speak? (If required for this position)

16. How fluently?

17. Do you write in a language other than English? (If required for this position)

No

18. If yes, which languages(s)

19. Have you ever been employed by the State of Texas?

No

20. Are you currently employed by the State of Texas?

No

21. If you have been previously employed by the State of Texas, List the agency/agencies:

22. Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday?

No

23. If yes, are you currently 25 years of age or younger?

No

24. Do you identify as one or more of the following: a). Are you an honorably discharged active duty or reserve veteran; or b). Are you an unmarried surviving spouse of an active duty or reserve veteran; or c). Are you an orphan of an active duty veteran who was killed while on active duty?

No

25. Branch of Service:

N/A

26. Service Component:

N/A

27. Are you a current employee of the Railroad Commission of Texas?

No

Job Specific Supplemental Questions

1. **Do you have a Bachelor's degree from an accredited four-year college or university with major course work in a field relevant to division responsibilities?**
Yes
 2. **Do you have six years (6) of demonstrated experience in management and leadership ability to both develop and motivate direct reports?**
Yes
 3. **Are you registered as a Professional Engineer in Texas with a minimum of 5 years' experience practicing as a Professional Engineer?**
Yes
 4. **Do you have knowledge in fields related to mining regulation?**
Yes
 5. **Do you have in-depth knowledge of Railroad Commission rules and procedures or possess other state or federal regulatory experience?**
Yes
 6. **Are you a current employee of the Railroad Commission of Texas?**
No
-

The following terms were accepted by the applicant upon submitting the online application:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY CLICKING ON THE "ACCEPT" BUTTON.

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

This application was submitted by James D Kingsley on 4/22/16 10:35 PM

Signature _____

Date _____

EMPLOYMENT APPLICATION



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EXAM ID#:

2016 -00546

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☒ Yes ☐ No

DRIVER'S LICENSE:**LEGAL RIGHT TO WORK IN THE UNITED STATES?**

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Day

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SUPERVISOR:

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\$20,000.00/month

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J. Denny Kingsley PAGE TWO

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Held several positions including: Operations Foreman, Maintenance Foreman, Senior Engineer, and Mine Planning Supervisor.

STUDY
original
material
well runned
process
updates
continuous impr.
reduce cost.

Heating
Resource
utilization
(KELLY)
visit
50/mr.

Be Quick
but not
rushing.

- Gained supervisor and communication skills in the foreman positions while working in a union environment.
- Developed the first Mine Planning Department for TXU Mining.

J. Denny Kingsley PAGE THREE

EDUCATION

Bachelor of Science in Civil Engineering
Tennessee Technological University
Cookeville, Tennessee

Post Graduate Work
Six Sigma – Villanova University
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Professional Engineer in Texas
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Regional Director of the Texas Chapter of RCMCI
Board Member / President of Fairfield Education Foundation

References available upon request

REASON FOR LEAVING:

Retired

CERTIFICATES AND LICENSES

TYPE:

Professional Engineer of Texas

LICENSE NUMBER:

58893

ISSUING AGENCY:

Texas Board of Professional Engineers

SKILLS

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE:

Professional

NAME:

Joseph Micheletti

POSITION:

SVP Coal Operations

ADDRESS: (Street, City, State, Zip Code)

9540 Maroon Cir , #200, Englewood, Colorado 80112

EMAIL ADDRESS:

PHONE NUMBER:

(303)922-6463

REFERENCE TYPE:

Professional

NAME:

Michael Nasi

POSITION:

Lawyer

ADDRESS: (Street, City, State, Zip Code)

100 Congress Ave, #1100, Austin, Texas 78701

EMAIL ADDRESS:

PHONE NUMBER:

(512)326-2216

Agency-Wide Questions

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No

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4. Do you have any relatives working here?

No

5. If you answered 'yes' to the nepotism question please provide their name, department and relationship to you

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Friend

7. Date available for work?

June 15, 2016

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neither

9. Are you at least 17 years of age?

Yes

10. Have you earned a high school diploma or the equivalent (GED)?

Yes

11. What days are you UNABLE to work?

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12. Sign Language (if required for this position)

No

13. Are you a certified interpreter?

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14. Do you speak a language other than English? (If required for this position)

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22. Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday?

No

23. If yes, are you currently 25 years of age or younger?

No

24. Do you identify as one or more of the following: a). Are you an honorably discharged active duty or reserve veteran; or b). Are you an unmarried surviving spouse of an active duty or reserve veteran; or c). Are you an orphan of an active duty veteran who was killed while on active duty?

No

25. Branch of Service:

N/A

26. Service Component:

N/A

27. Are you a current employee of the Railroad Commission of Texas?

No

Job Specific Supplemental Questions

1. **Do you have a Bachelor's degree from an accredited four-year college or university with major course work in a field relevant to division responsibilities?**
Yes
 2. **Do you have six years (6) of demonstrated experience in management and leadership ability to both develop and motivate direct reports?**
Yes
 3. **Are you registered as a Professional Engineer in Texas with a minimum of 5 years' experience practicing as a Professional Engineer?**
Yes
 4. **Do you have knowledge in fields related to mining regulation?**
Yes
 5. **Do you have in-depth knowledge of Railroad Commission rules and procedures or possess other state or federal regulatory experience?**
Yes
 6. **Are you a current employee of the Railroad Commission of Texas?**
No
-

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1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

This application was submitted by James D Kingsley on 4/22/16 10:35 PM

Signature _____

Date _____

Reference Checking Form

Candidate's Name: James Kingsley

Reference's Name: Nasi, Michael (Lawyer)

Reference's Company Name: Texas Westmoreland Coal Co

Reference's Phone Number: 512 -736 -9200

1. **Please indicate the dates of employment.**
2005-present
2. **What was the person's last job title?**
President
3. **What was the person's last pay rate?**
N/A
4. **Why did the person terminate employment?**
N/A
5. **Was this person successful in meeting deadlines?**
Yes
6. **How well did this person work under supervision and management?**
Yes
7. **Would you rehire this person?**
I would absolutely recommend him.
8. **Any other comments?**
Board member of Rocky Mountain Coal Mining Institute, Texas Mining and Reclamation Association, Balanced Energy for Texas Coalition



Reference checker's Signature

Date 6/20/2016

Reference Checking Form

Candidate's Name: James Kingsley

Reference's Name: Micheletti, Joseph

Reference's Company Name: Texas Westmoreland Coal Co

Reference's Phone Number: 406-839-3967

1. **Please indicate the dates of employment.**
9/2005 – 4/2016
2. **What was the person's last job title?**
President
3. **What was the person's last pay rate?**
\$20,000
4. **Why did the person terminate employment?**
Voluntary resignation
5. **Was this person successful in meeting deadlines?**
Yes
6. **How well did this person work under supervision and management?**
Yes
7. **Would you rehire this person?**
I would absolutely recommend him.
8. **Any other comments?**
No other comments.



Reference checker's Signature

Date 6/17/2016



RAILROAD COMMISSION OF TEXAS

EXECUTIVE OFFICE

MEMORANDUM

TO: Kimberly A. Corley
Executive Director

FROM: Liza C. Willmore
Hiring Manager

DATE: June 8, 2016

RE: Recommendation to Hire – Ronald D. Kingsley

I recommend Ronald D. Kingsley to the Surface Mining and Reclamation Division Director (Director III) position effective July 1, 2016, at a salary of \$9166.67 per month. This position is posted as listing #2016-00546.

Mr. Kingsley has over 36 years of experience in surface mining serving in both technical and executive leadership roles. He has served in various capacities such as Mine Engineering Superintendent, Planning Engineering Manager, and Mine Site Manager.

In his most recent role as the President and General Manager of Texas Westmoreland, he was responsible for overseeing the planning, operations and production, and supervising over 400 staff members. In this role, he had completed operation studies which led to cost reduction measurements and operation effectiveness.

Mr. Kingsley holds a Bachelor's of Science degree from Tennessee Technology University and is a certified Professional Engineer in Texas (P.E. License #58893). In addition, he has completed coursework in Six Sigma and Strategic Organizational Development.

With his combination of experience, education, and skillsets, Mr. Kingsley will be an asset in the development of the Surface Mining and Reclamation Division, in meeting the strategic needs of the agency.

Copies of the job posting, Mr. Kingsley's application, interview questions, and reference check are attached for your reference.



RAILROAD COMMISSION, OF (TX)
invites applications for the position of:

Surface Mining and Reclamation Division Director

SALARY: \$6,999.25 - \$10,000.00 Monthly

OPENING DATE: 04/14/16

CLOSING DATE: 06/22/16 03:00 PM

JOB DESCRIPTION:

The Railroad Commission of Texas seeks a Director to oversee the daily operations and management of the Surface Mining and Reclamation Division. A major regulatory division of the agency, this division oversees the sixth largest coal-producing industry in the United States. The Director reports to the Executive Director and directs all division activities related to lignite and uranium exploration and lignite mine permitting and abandoned mine reclamation. Duties include leading a 45 staff members in the management of federal grants, determining amounts of performance bonds for permitting actions, and comments and reports on proposed and enacted state and federal legislation. The Director is responsible for preparing and meeting division budgets, selecting employees, evaluating employee job performance, providing legislative testimony, interacting with federal and state agencies for permit review, and managing discourse with the federal Office of Surface Mining Reclamation and Enforcement.

The successful candidate must be able to effectively lead a multidisciplinary team of professionals with backgrounds in various earth science, engineering and geoscience fields as well as support staff.

Job Duties

- Serve as senior advisor and resource to the Commissioners and Executive Director of industry activities, trends and initiatives, relating to natural gas issues and regulatory policies.
- Establish and communicate work objectives and develops short range and long range plans to meet goals and objectives of the division.
- Maintain and build relationships with industry and regulatory organizations and participate in various industry boards, meetings and conferences.
- Assess and lead the analysis and drafting of proposed regulatory initiatives, rulemaking projects, and the development of administrative policies and procedures.
- Prepare annual division budget, status reports, and performance measures reports and provide updates and recommendations.
- Effectively communicate RRC policies and regulations to public and the regulated industry.
- Supervise preparation of necessary materials and information to present in workshops, hearings, conferences, and other public Commission functions.
- Maintain a thorough working knowledge of procedures, practices, policies, rules, and applicable statutes.
- Evaluate and complete personnel evaluations for all section managers, identify goal development plans, and make necessary personnel actions.
- Mentor employees within division and develop an effective business continuity plan, including advancement opportunities within division.
- Conduct related administrative, technical, and supervisory work.

State Classification #: 1622

State Classification Title: DIRECTOR III

Salary Group: B28

Military Occupation Codes (MOC):

Army – No military equivalent
Navy – No military equivalent
Air Force – No military equivalent
Marines – No military equivalent

Surface Mining and Reclamation Division Director Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree from an accredited four-year college or university with major course work in a field relevant to division responsibilities?
☐ Yes
☐ No
- * 2. Do you have six years (6) of demonstrated experience in management and leadership ability to both develop and motivate direct reports?
☐ Yes
☐ No
- * 3. Are you registered as a Professional Engineer in Texas with a minimum of 5 years' experience practicing as a Professional Engineer?
☐ Yes
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☐ Yes
☐ No
- * 5. Do you have in-depth knowledge of Railroad Commission rules and procedures or possess other state or federal regulatory experience?
☐ Yes
☐ No
- * 6. Are you a current employee of the Railroad Commission of Texas?
☐ Yes ☐ No

* Required Question